

MEETING NOTES

MEETING DATE: September 23, 2010

PROJECT: Morrill DPH Offices
Project No: 20452F

PRESENT:

Kevin Riordon, Dietz & Company Architects (DCA)
Stephen Lobik, F&CP - UMA
Mark Poscik, UMA
Roger Jarosz, Inglewood Development (IDC)
Ted Landis, Inglewood Development (IDC)
Helen Taugher, MA DPH
Marija Popstefamja, MA DPH

MEETING: CONSTRUCTION MEETING NO. 05

LOCATION: University of Massachusetts
Amherst, MA

DISTRIBUTED TO:

Stephen Lobik, F&CP - UMA
Mark Poscik, UMA
Roger Jarosz, Inglewood Development
Nick Ariskin, Inglewood Development
Ted Landis, Inglewood Development
Judy Laduc, UMA EH&S
James Hanchett, MA DPH
Helen Taugher, MA DPH
Marija Popstefamja, MA DPH
Shane Landry, Adams P&H
Maryanne Steele, Umass EH&S

WEATHER: Sunny 60s.

Corrections to previous meeting notes: None.

Progress Report:

Punchlist Status: N/A

Requisition Status: N/A

Attachments: N/A

Time for Completion: 11/26/10 (Substantial Completion)

Notice to Proceed date: 7/28/10

Days in Contract: 120

Time elapsed:

Percent Work completed:

PREVIOUS MEETING ITEMS

1.2 INITIAL SUBMITTALS

2010-08-03 Preliminary schedule submitted but will be revised to show permitting impact. UMA requires Schedule of Values, Site Specific Safety Plan, Project Directory with emergency contacts and subcontractor list, and copies of the submitted AQ06 Demolition Notification Form and ANF-001 form for Asbestos Demolition Notification.

Action:
IDC

2010-08-12 Site Specific Safety Plan submitted at meeting. IDC to submit copies of the AQ-06 and ANF-001 to UMA. A preliminary project directory was submitted but requires updates for emergency contacts. Schedule of Values still required to be submitted.

2010-08-19 Emergency contacts to be added to project directory and resubmitted. Schedule of Values to be revised to breakdown electrical and HVAC costs.

2010-09-23 Roger / IDC to submit revised contact list

1.5 AFD FIRE ALARM PERMIT

2010-08-03 UMA submitted the AFD fire alarm permit checklist to IDC (Nick) on 8/2. DCA will contact RDK engineers about the fire alarm narrative to be submitted with permit application.

Action:
IDC

2010-08-12 UMAFP repeated that the fire alarm narrative should meet the AFD checklist and guidelines. Work includes moving, adding and subtracting devices in the specific work area.

2010-08-19 DCA to submit FA narrative to IDC to forward to Icon for AFD FA permit submission.

2010-09-02 FA submittal package to be resubmitted by IDC with items from attached Fire Alarm Submittal Checklist completed. Submittal to be revised and resubmitted for review ASAP. Updated stamped FA drawings received from electrical engineer and will be returned to engineer to be included in white binder. Hazards listed as an item on the checklist to be described will be "General office materials only in project area, all lab materials which may be considered hazardous will be removed before demolition begins." RDK Engineers will assemble all required documents into the white binder to be submitted to AFD. Stamp of engineer will not be required on the FA submittals.

2010-09-23 No action by Simplex as required to revise FA submittal. ICON / IDC to follow up on a daily basis.

I.7 CARD ACCESS SECURITY AT DOORS

2010-08-03 UMA will be coordinating device, installation and integration requirements with Physical Plant for doors indicated to receive card access readers. If card access system is not ready for use at the end of Phase 1, the key core at Secure Evidence Room will be moved to new Storage Room lockset until card access system is activated.

Action:
IDC

2010-08-12 ECSC is the typical UMA card access contractor for installing wiring and devices for card access system. They will require a separate permit to do card access electrical work. UMAFF met with physical plant to coordinate revisions to door hardware requirements and will try to finalize by next week.

2010-08-19 UMA would like to get IDC electrical subcontractor to install card access system. Stephen to finalize door hardware and Blackboard system requirements. Stephen to determine room for Blackboard control panel.

2010-09-02 List of required Blackboard materials for pricing by electrical contractor submitted to IDC on August 26. IDC to expedite pricing but move forward with ordering these materials immediately. IDC to provide status on where Icon Electric is at with this information. List also included revised door hardware requirements. DCA will review door and hardware submittal (submitted 8/31/10) based on this should have been included in submittal.

2010-09-23 Door hardware was reviewed with door supplier last Tuesday to finalize and confirm correct submittal. Price for Blackboard material and labor submitted and under review. Icon / IDC to submit Blackboard material cost backup.

I.9 FUME HOOD REMOVAL

2010-08-03 UMA will perform testing on fume hood and exterior ductwork to determine if decontamination is required. EH&S will schedule decontamination if required.

Action:
IDC

2010-08-12 Testing for contaminants will be done this Monday to determine what level of decontamination is required. DPH to remove final items from duct and lab spaces to allow removal of fume hood. Early abatement of this area will be discussed next meeting.

2010-08-19 The hood is ready to be removed. IDC to coordinate work with DPH.

2010-09-02 Work on hood removal not yet started. IDC to get disconnections completed by subcontractors as soon as possible.

2010-09-23 Hood still in place, utility lines removed. IDC wants to remove the hood when other ACM abatement work is done in the lab space – scheduled for Oct. 4.

I.10 LONG LEAD ITEMS

2010-08-03 IDC to prepare early submittals for long lead items including fume hood, metal casework, rooftop exhaust unit, windows, security screens (and card access if UMA determines that GC will supply to project).

Action:
IDC

2010-08-19 IDC to prepare submittals for long lead items not already submitted.

2010-09-02 87 Mountain Blue will be the color for the fume hood and the metal casework.

2010-09-23 Casework is still 5 weeks out. IDC to check timing of Blackboard material delivery (est.. 2-3 weeks). IDC to check status of HVAC equipment.

3.1 WINDOW REPLACEMENT – OFFICE N247

2010-08-19 The missing window sash was found for the lower portion of the existing wood window in Office N247. The sash will be reinstalled with gasketing and secured shut to avoid work to replace rope balances at jambs. A credit for not providing the new window can be incorporated into a future change order.

Action:
Record

2010-09-02 Sash fits in frame and to be fixed in place with wood mouldings. Closed.

3.2 SCHEDULE

2010-08-19 Stephen to submit permit documents to DPS State Building Inspector today. Office 224 should be ready for work upon DPS approval. Existing furniture / refrigerator to be moved out of work area and covered.

Action:
IDC /
Simplex

2010-09-23 FA submittal completion is the critical path and will hold up completion of 224B if not completed soon. Schedule to follow receipt of FA submittal.

3.3 NEW DOOR AT N247

2010-08-19 The existing 48" wide door and frame at N247 will be replaced with a new 36" wide door with hollow metal frame to ease installation of electric latch for new card access control. The door and frame are expected to be lead-lined as the room was a former x-ray room and should be disposed of properly. Some minor tile abatement at the door jambs may be required for door removal and installation. IDC to review with abatement contractor.

Action:
IDC

2010-09-02 IDC indicated that hazmat contractor said that the abatement at the door could be done glovebag and would not require closing the corridor.

2010-09-23 Door clear finish color to be Algo RA-100 for all new doors. Closed.

4.1 STORAGE N224B

2010-09-02 Concern that this space has not yet been started. IDC to find and use knockdown frame with metal or wood door as temporary condition until permanent doors are delivered. Permanent frame to be knock-down to allow sheetrocking to be

Action:
IDC

completed around door. Framing to start next week. Refrigerator is empty so can be unplugged where wire conflicts with new wall.

2010-09-23 Door frame is delivered and will be installed. Wiring for door this Monday or Tuesday. HVAC duct is installed. Door will be installed by Friday. Grid and VCT will be done Monday with HVAC finish to follow.

4.2 SUBMITTALS

2010-09-02 IDC has not received several submittal. IDC and DCA to review for problems in delivery.

2010-09-23 Closed.

Action:
Record

NEW ITEMS

5.1 224B ELECTRICAL OUTLETS

2010-09-23 Electrical outlets shown for relocated refrigerator and freezer have 20A plugs and should have dedicated circuits. Action:
DCA to follow up with RDK for revision to electrical plan. UMA would like existing surface mounted outlets relocated to new RDK
refrigerator and freezer locations.

Next meeting will be held at: September 30, 2010. Job meetings will be held on Thursdays at 11:00 am. Meetings will be held in Morrill NI 34A
To the best of my knowledge and belief, these meeting notes are considered to be a true and accurate record of all items discussed. The
undersigned shall be notified, in writing, within ten days of the date below, of any corrections or additions; otherwise, these minutes shall be
considered accepted as written.

Respectfully submitted:

DIETZ & COMPANY ARCHITECTS, INC.

Kevin M. Riordon AIA

Date Prepared:

September 29, 2010

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